

RESOLUTION 29-2021

A RESOLUTION AUTHORIZING AND DIRECTING THE VILLAGE ADMINISTRATOR AND FISCAL OFFICER TO ENTER INTO A PROFESSIONAL ENGINEERING DESIGN SERVICES CONTRACT WITH SANDS DECKER CPS, LLC FOR THE ENGINEERING DESIGN OF THE VILLAGE WASTEWATER TREATMENT FACILITY EXPANSION, AND DECLARING AN EMERGENCY.

WHEREAS, pursuant to Ohio Revised Code Section 153.67, the Village of Commercial Point announced the availability of a contract for the professional design of the expansion of the Village wastewater treatment facility; and

WHEREAS, the Village received the requested qualifications from certain professional design firms in response to the announcement of the availability of said contract; and

WHEREAS, the Village of Commercial Point evaluated the applications and qualification of the professional design firms who responded to the announcement of the availability of the contract for the professional design of the expansion of the Village wastewater treatment facility in accordance with Ohio Revised Code Section 153.69; and

WHEREAS, the Village of Commercial Point Administration has selected Sands Decker CPS, LLC ("Sands Decker") as the professional design services firm most qualified to complete the engineering design of the Village wastewater treatment facility expansion; and

WHEREAS, the Village of Commercial Point Administration has negotiated a contract with Sands Decker for the provision of professional engineering design services for the Village wastewater treatment facility expansion in accordance with Ohio Revised Code Section 153.69; and

WHEREAS, the Village of Commercial Point Administration has recommended to the Village Council that the Village of Commercial Point enter into a contract with Sands Decker for the provision of professional engineering design services for the Village wastewater treatment facility expansion; and

WHEREAS, the Village Council wishes to enter into such contract with Sands Decker.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF COMMERCIAL POINT, PICKAWAY COUNTY, OHIO THAT:

Section 1. Authorization and Direction to Village Administrator and Fiscal Officer to Enter into Contract with Sands Decker. The Village Administrator and Fiscal Officer are hereby authorized and directed to enter into a contract with Sands Decker CPS, LLC for the provision of professional engineering design services to the Village on substantially the same terms and conditions as those outlined in the attached Exhibit A, which is incorporated herein by reference.

Section 2. Open Meetings Certification. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of this Council and that all deliberations of this Council and of any other committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 3. Declaration of Emergency and Effective Date. Because of the pressing need to continue with the design and development of the Village wastewater treatment facility expansion, this Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public health, safety, or welfare in the Village of Commercial Point and shall, therefore, take immediate effect upon passage.

Vote on Suspension of the Readings:

Motion by: Nancy Geiger

2nd: Laura Wolfe

Roll Call:

Yes Jason Thompson

Yes Aaron Grassel

Yes Ryan Mitchem

Yes Nancy Geiger

N/A Tracy Joiner

Yes Laura Wolfe

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Vote on Passage of the Resolution:

Motion by: Nancy Geiger

2nd: Laura Wolfe

Roll Call:

Yes Jason Thompson

Yes Aaron Grassel


Yes Ryan Mitchem

Yes Nancy Geiger

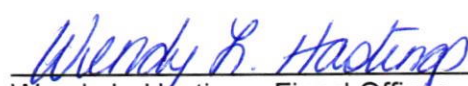
N/A Tracy Joiner

Yes Laura Wolfe

Adopted this 13th day of September, 2021.



Allan D. Goldhardt, Mayor



Wendy L. Hastings, Fiscal Officer

Approved as to Form:



Joshua Cartee, Village Solicitor

RESOLUTION 29-2021

Exhibit A



September 9, 2021

To Village of Commercial Point

ATTN: John Grosse, P.E.

Offices

Toll Free: 866-277-0600

128 East Main Street
Logan, Ohio 43138
740-385-2140

1495 Old Henderson Rd.
Columbus, Ohio 43220
614-459-6992

507 Main Street
Zanesville, Ohio 43701
740-450-1640

RE: Village Wastewater Treatment Plant Expansion – Fee Proposal & Scope of Services

Dear Mr. Grosse,

In accordance with the Village's request, we are pleased to offer this proposal for engineering and related services for the Village of Commercial Point. We have assembled a team of highly skilled professionals who are eager to get started on this project. Our team includes:

Sands Decker	Project Management, Civil Engineering/Surveying, Const. Admin
Burges & Niple	Wastewater system Modeling and Plant process design
TEC Inc.	Building Electrical, Mechanical, Plumbing design
Jezerinac Geers	Structural Engineering
Terracon	Geotechnical Services

Our initial services are to be a system review and methodology evaluation, where we will be looking at possible alternatives. As that is not completed, it becomes difficult to set design fees based on that work not being completed. Therefore, and pursuant to our discussion, we have based our fees on the methodology and component use identified in the Stantec and IBI Wastewater Treatment Plan (WWTP) Expansion reports.

As you may know, we have already initialized some efforts on our part to assist in moving the project forward. In particular, initial conversations with Ohio EPA on plant design with capacity increase(s), including current need to 1mgd, later expansion to 2mgd, and ultimately 4mgd, NPDES requirements, outfall improvements, and stream evaluation needs associated with discharge to the Scioto River.

Using the existing WWTP capacity of 0.43 MGD and the initial expansion to 1.0 MGD, and basing our design services on the previous reports and general layouts, our fees are set on the following design components. Scope of Services is as follows:

- Headworks
- Primary Aeration Treatment
- Secondary Clarifiers
- Tertiary Filtration
- UV Disinfection
- Post-Aeration
- Site Piping and Connection Points
- Sludge & Solids Management
- Wastewater Pumps
- Waste Handling Facilities
- Instrumentation and Controls
- Laboratory Equipment Guidance
 - Review anticipated testing for monitoring and reporting
 - Provide recommended list of equipment

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Exhibit A (continued)



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- SCADA/Telemetry
- Outfall Redesign

Project design elements and services shall include:

- Meetings with Village:
 - Initial project design kickoff meeting
 - Facility walkthrough meeting
 - Bi-monthly project update meetings – may adjust frequency as needed
- Site visits to other facilities to review potential equipment use (3 site visits are anticipated)
- Evaluate and provide report on existing treatment plant equipment and components for potential re-utilization / incorporation into the new design
- The final deliverables shall include drawings, specifications, and estimates of probable construction costs for the entire treatment system expansion (including a cost-effective method for future phosphorus removal)
- Develop construction sequence to maintain full operations during construction

Possible Add Items:

- Provide a stream loading study (Scioto River), through to final 4 MGD buildout
 - The OEPA can assist with this task once a letter describing the Owner's intent to expand the facility to 1 MGD, with options to 2 MGD and 4 MGD.
 - This will be an "add if authorized" task.
- 401/404 Stream Regulated Stream Permitting
 - Unsure of need at this time, this will be an "add if authorized" task.

TASK 1 - EXISTING SYSTEM REVIEW AND EVALUATION ON ALTERNATIVES PHASE

General Scope Tasks:

- Determine existing and projected design wastewater flows
- Evaluate operation and maintenance for the alternatives
- Recommend treatment methodology for this and future expansions
- Prepare process model for future expansion phases and future nutrient reduction
- Develop process flow schematics for existing and proposed wet and solids processes
- Review power needs / availability for expansion
- Develop Hydraulic Profiles
- Identify improvement requirements pursuant to redesigned outfall
- Prepare initial cost estimates
- Determine performance / deliverable schedule
- Identify reusable treatment components for incorporation into the final design and construction plans

Detailed as:

1. Attend project kickoff meeting
2. Site visit to existing facility
 - a. Provide a report documenting existing treatment plant equipment and components, conditions based on visual inspection, and potential for re-utilization and incorporation into the expansion.

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Exhibit A (continued)



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3. Review existing information provided by the Owner which includes the following:
 - a. Wastewater Treatment Plant Expansion, Draft Preliminary Design Report; prepared by Stantec in 2018
 - b. Preliminary Design Report – Addendum, prepared by IBI in 2020
 - c. Review and organize data for Biowin
4. Review existing wastewater flows and based on owner provided population data and projected growth, develop a projection of needed wastewater treatment plant capacity for future expansion.
5. Development of a process model of the Village's wastewater treatment plant (WWTP) for the proposed phases of expansion and future requirements for reduction of nutrients (Total Phosphorus in particular) in the plant's effluent discharge. The model will be created using a whole plant wastewater modeling software called BioWin developed by EnviroSim.
 - a. In general, four models will be created and based on current plant capacity. The first two model will replicate the plant as it exists and operates today during summer and winter conditions. These models will be calibrated with two years of operational data and parameters provided by the Village.
 - b. The second two models will be based from the initial two but will be modified accordingly to determine the most practical and cost-effective capital improvements needed for expansion and to potentially remove TP to a potential future limit of 1 mg/l or less. WWTP modifications will consider effectiveness and remaining useful life of existing assets and equipment to ensure that if capital improvements are implemented that no other significant improvements will be needed for the next 20 to 30 years. Should foreseeable limits change or other nutrient (Total Nitrogen) limits be imposed in a subsequent NPDES permit cycle in the future, recommended improvements will be identified in phases with the initial phase accounting for this such that implementation would be seamless. Improvements will consider biological nutrient removal (BNR), nutrient removal by chemical addition, and a combination of the two.
 - c. Provide a report documenting the results of the process model.
6. Recommend treatment methodology/processes and equipment types for this expansion and future expansion. It is anticipated that a workshop will be scheduled to review the recommendations.
 - a. Process Equipment to be evaluated includes the following:
 - 1) Screens
 - 2) Grit Removal
 - 3) Activated Sludge System (Assumed Oxidation Ditch)
 - 4) RAS/WAS Pumping System
 - 5) Clarifiers
 - 6) UV Disinfection (Horizontal vs. Vertical)
 - 7) Post Aeration (Blower and Diffuser)
 - 8) Sludge Dewatering (Assume rotary sludge press to be installed in existing dewatered sludge building and existing sludge transfer pumps can be used).
 - 9) One screw conveyor (Assume screw conveyor to be installed in existing dewatered sludge building).

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Exhibit A (continued)



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- 10) Submersible Scum/Drain Pump Station
- b. As part of this effort, review operation and maintenance requirements and provide such information to the owner to assist in making decisions
- c. Obtain major equipment horsepower for review and develop expansion needs
7. Development of preliminary hydraulic model of the wastewater treatment plant liquid processes for existing conditions and then incorporating current and future expansions to set hydraulic profiles.
 - a. As part of this effort, review impact to existing outfall to determine what modifications are required.
8. Review of existing sludge and solids management practice to confirm existing capacity of digesters.
9. Review of existing aeration equipment to determine capacity for current and future expansions
10. Develop process schematic for existing and proposed wet and solids streams
11. Provide initial cost estimates for equipment costs
12. Provide input for project schedule
13. It is anticipated that site visit to view proposed equipment will occur between this phase and the preliminary design phase.

TASK 2 - FUNDING ASSISTANCE PHASE (BASED ON OWDA FUNDING)

Identify and provide OWDA funding requirements and assist in application preparation.

1. Prepare the application for submittal, meeting the requirements of the agency.
2. Attend meetings with the Village to review the application and assist the Village in submittal.

TASK 3 - PRELIMINARY DESIGN PHASE

General Scope Tasks:

- Contact OEPA and review criteria and timeline
- Initiate NPDES permitting process
- Provide topographic and utility surveys
- Geotechnical study & report.
- Prepare design criteria
- Preliminary Hydraulic Grade Line
- Review with Village - preliminary drawings at 30%
- Prepare preliminary specifications
- First run at construction methods outline
- Update cost estimates
- Incorporate review comments
- Prepare proposed floor plan of buildings and site piping alterations
- Prepare and submit building elevations functional requirements and appearance preferences
- Prepare a listing of the materials of construction, finishes, and HVAC and electrical concepts
- Prepare a preliminary building section and finish schedule
- Determine preliminary sizing of major mechanical, plumbing, and electrical equipment

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Exhibit A (continued)



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Detailed as:

- Document preliminary building and site security requirements
 - Preliminary sizing, location and grade(s) for Outfall
1. Provide process design criteria for the first expansion to 1 MGD.
 2. Coordinate development of the site plan and piping plan for siting of new processes/tankage.
 3. Finalize hydraulic profile for the 1 MGD expansion
 4. Provide preliminary floor plan/plan views/sections of proposed new processes/pretreatment building
 5. Regulatory Coordination effort to include the following:
 - b. Contact OEPA to review proposed expansion recommendations and coordinate timeline for NPDES permit modification and Antidegradation
 - c. Submit NPDES permit modification and AntiDeg Form
 - 1) Provide assistance to the owner for any clarifications needed for the permit modification
 - d. Prepare a report for evaluating the preferred design alternative, non-degradation alternative, minimal degradation alternative, and mitigative techniques/measures for the design and operation of the facility.
 - e. Submit report with Antidegradation Addendum
 6. Provide preliminary specifications for the following:
 - a. Screens
 - b. Grit Removal
 - c. Activated Sludge System
 - d. RAS/WAS Pumping System
 - e. Clarifiers
 - f. UV Disinfection
 - g. Post Aeration
 - h. Sludge Dewatering Rotary Press
 - i. Screw Conveyor
 - j. Component and Site Electrical
 - k. SCADA
 7. Provide assistance with regards laboratory equipment guidance. Sixteen (16) hours has been included with this effort.
 8. Preliminary overview of construction phasing implementation
 9. Provide updated process equipment cost information
 10. Attend 30% review meeting

TASK 4 - FINAL DESIGN PHASE

General Scope Tasks:

- Review component usage, methods, and current submittal dates with OEPA
- Incorporate Village review comments from Preliminary Design into final plans
- Prepare construction drawings including:
 - site work
 - process equipment
 - building architectural
 - structural for building and treatment components

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Exhibit A (continued)



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- mechanical, electrical, plumbing, and controls
- site lighting and site security
- facility outfall
- Review 60% complete drawings with Village
- Prepare technical specifications for building materials and equipment.
- Revise to accommodate comments.
- Prepare Ohio EPA PTI application and data forms
- Prepare Ohio EPA NOI application form
- Page Turn Review of 90% Drawings with Village
- Complete final drawings based on review comments
- Prepare updated cost estimates and review with Village
- Provide drawings, specifications, applications, and data sheets for review by jurisdictional agencies
- Revise according to receipt of backcheck comments

Detailed as:

1. Coordinate development of the detail plans with all team disciplines as necessary.
2. Provide final specifications for the following systems:
 - a. Screens
 - b. Grit Removal
 - c. Activated Sludge System
 - d. RAS/WAS Pumping System
 - e. Clarifiers
 - f. UV Disinfection
 - g. Post Aeration
 - h. Sludge Dewatering Rotary Press
 - i. Screw Conveyor
 - j. Component and Site Electrical
 - k. SCADA
3. Assist with construction phasing implementation
4. Provide updated process equipment cost information
5. Attend a 60% review meeting
 - a. Revise work products to address comments
6. Attend a 90% review meeting
 - a. Revise work products to address comments
7. Regulatory effort to include the following:
 - a. PTI application
 - b. NOI Application
 - c. Building Permits

TASK 5 - BIDDING PHASE

General Scope Tasks:

- Prepare bid documents and review Village
- Advertise and bidding of project
- Review and respond to RFI's and provide addenda if needed
- Prebid meeting

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Exhibit A (continued)



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- Open bids, review bids, prepare bid tabulations, make reference checks
- Provide recommendation to award
- Prepare final construction contracts
- Administer funding requirements for change from Planning to Construction
- Award project and provide readiness to proceed to construction

PROJECT SCHEDULE

Sands Decker and our Team will begin upon your contract authorization and after receiving all required documents. We agree to complete the above scope of services as per the attached WWTP Schedule, subject to factors and delays beyond our control.

OWNER TO PROVIDE

- Existing facility drawings and design criteria
- Influent Data for 2020 and 2021 (These data to include CBOD, TSS, NH3, and TP)
- Process control data (MLSS in oxidation ditch and final clarifier, Return Activated Sludge/Was Activated Sludge flow rates at a minimum)
- Monthly Operating Reports for 2020 and 2021
- Influent Pump Station Drawings/Design Information
- Previous subsurface investigation reports from Geotechnical Engineer (from prior projects at WWTP)
- Copies of as-built drawings and scope of recent upgrades made by plant staff

EXCLUDED ITEMS AND SERVICES

Our proposal includes only those items listed above under Scope of Services. If additional services are requested, a scope of work and estimated fee will be provided and authorization in writing provided to Sands Decker prior to proceeding with any additional service. Additional services include but are not limited to the following:

- Preparing Easements & Legal Descriptions
- Landscaping Design

FEES

TASK 1 – \$ 29,700

TASK 2 – \$ 8,300

TASK 3 – \$357,210

TASK 4 – \$425,510

TASK 5 – \$ 12,940

Total \$833,660

Add items if needed and authorized

Stream Evaluation for Discharge	\$35,000
401/404 Regulated Stream Permitting	\$28,000

RESOLUTION 29-2021**Exhibit A (continued)**Offices

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Sands Decker proposes to complete the tasks for the Fees as shown above. Our fees do not include reimbursable expenses. Payment is due to Sands Decker within thirty days after receipt of an invoice. All fees are Lump Sum unless noted as "Hourly".

Thank you for the opportunity to offer this proposal. We look forward to working with you on this project. Sincerely,

SANDS DECKER CPS, LLC

Mark Cameron, P.S.
Senior Vice President / Project Manager

Village of Commercial Point - WWTP Schedule

Contract Approval	9/13/2021
Authorization to Proceed	9/14/2021
Project Kickoff	9/20/2021
Survey	9/20/2021 - 10/4/2021
Field Data Collection on site	9/20 - 9/24/2021
Topo Plan - base mapping for design	9/27 - 10/4/2021
GeoTechnical Services	9/20/2021 - 10/4/2021
Soil Borings and Data Collection	9/20 - 9/24/2021
Geotechnical Report	9/27 - 10/4/2021
Existing System Review / Evaluation on Alternatives (TASK1)	9/27/2021 - 12/17/2021
Team Meeting	9/27
Facility Visit	9/27
Obtain Data of Existing System / Components / Operations	9/28
Review Existing Data (Stantec / IBI) for BioWin	9/28 - 10/8
Review Existing Flow / Prepare Flow Projections	10/11 - 10/18
Equipment Evaluation	10/18 - 11/5
Screens	
Grit Removal	
Activated Sludge	
RAS/WAS Submersible	
Clarifiers	

Page 8 of 10
Proposal to Village of Commercial Point
Wastewater Treatment Plant Expansion

RESOLUTION 29-2021

Exhibit A (continued)



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	UV
	Sludge Dewatering
	Sludge Management
	Horsepower List
Hydraulic Model	11/5 - 11/19
Review Existing Sludge Management	11/12 - 11/19
Review of Existing Aeration Capacity	11/12 - 11/19
Prepare Recommended Process Schematic	11/19 - 11/26
Run BioWin and EnviroSim Modeling	11/26 - 12/3
Prepare and Provide Report of Process Model	12/3 - 12/9
Equipment Cost Estimate	12/10
Site Visit of other WWTP's for Component(s) Review	11/5 - 12/17

Stream Evaluation	TBD - Approx 20 days
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NPDES Application	12/20/2021 - 01/17/2022
Permit Modification and AntiDeg Application	
AntiDeg Report	
OEPA Coordination	

Outfall	12/20/2021 - 01/10/22
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Preliminary Design (TASK 3)	01/17/2022 - 3/04/2022
Site Meeting and Review	
Team Meeting (Zoom)	
1st Run Construction Methods	
Preliminary Site / Equipment Layout	
EPA Contact	
Refine Cost Estimate	
Preliminary Component and Piping Layout	
Send Preliminary Layout to Village	
Review Preliminary Layout with Village	
Final Design of Processing, Equipment, & Layout	
Revise and Finalize Plan	
Prepare DD level Specifications	
Prepare Preliminary Cost Estimates	
Meet to Review DD Level Docs	
Review with EPA	

Final Design (TASK 4)	3/07/2022 - 7/22/2022
Final Construction Drawings	
Site Work	

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Process Equipment	
Building Architectural	
Structural for Building and Components	
Mechanical, Electrical, Plumbing, & Controls	
Site Lighting and Security	
Outfall Design	
60% Plan Reviews with Village	
Revise Plans per Comments	
Prepare Final Specifications	
Screens	
Grit Removal	
Activated Sludge System	
RAS/WAS Pumping System	
Clarifiers	
UV Disinfection	
Post Aeration	
Sludge Dewatering Rotary Press	
Electrical for Site and Component	
SCADA	
Screw Conveyor	
90% Page Turn Review with Team / Village	6/8
Complete Final Drawings per Page Turn Review Comments	6/9 - 6/17
Prepare Bid Specifications	6/20 - 7/4
Prepare Updated Cost Estimates / Review with Village	7/4
Updates per Review Comments	7/8 - 7/22

Permitting Phase	07/25 - 10/31/2022
Building Permit	10/31
OEPA Permit to Install	10/31

Bidding & Award of Contract (TASK 5)	11/1/2022 - 12/12/2022
Advertise	11/1 - 11/15
Pre-Bid Meeting	11/7
Receive/Open Bids	11/21
Bid Tab / Reference Checks	11/22 - 11/25
Prepare Recommendation to Award	11/28
Prepare Final Construction Contracts	11/29 - 12/2
Administer Funding Requirements / Planning to Construction	12/2
Award and Provide Readiness to Proceed	12/12



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 - c. Review and organize data for Biowin
4. Review existing wastewater flows and based on owner provided population data and projected growth, develop a projection of needed wastewater treatment plant capacity for future expansion.
5. Development of a process model of the Village's wastewater treatment plant (WWTP) for the proposed phases of expansion and future requirements for reduction of nutrients (Total Phosphorus in particular) in the plant's effluent discharge. The model will be created using a whole plant wastewater modeling software called BioWin developed by EnviroSim.
 - a. In general, four models will be created and based on current plant capacity. The first two model will replicate the plant as it exists and operates today during summer and winter conditions. These models will be calibrated with two years of operational data and parameters provided by the Village.
 - b. The second two models will be based from the initial two but will be modified accordingly to determine the most practical and cost-effective capital improvements needed for expansion and to potentially remove TP to a potential future limit of 1 mg/l or less. WWTP modifications will consider effectiveness and remaining useful life of existing assets and equipment to ensure that if capital improvements are implemented that no other significant improvements will be needed for the next 20 to 30 years. Should foreseeable limits change or other nutrient (Total Nitrogen) limits be imposed in a subsequent NPDES permit cycle in the future, recommended improvements will be identified in phases with the initial phase accounting for this such that implementation would be seamless. Improvements will consider biological nutrient removal (BNR), nutrient removal by chemical addition, and a combination of the two.
 - c. Provide a report documenting the results of the process model.
6. Recommend treatment methodology/processes and equipment types for this expansion and future expansion. It is anticipated that a workshop will be scheduled to review the recommendations.
 - a. Process Equipment to be evaluated includes the following:
 - 1) Screens
 - 2) Grit Removal
 - 3) Activated Sludge System (Assumed Oxidation Ditch)
 - 4) RAS/WAS Pumping System
 - 5) Clarifiers
 - 6) UV Disinfection (Horizontal vs. Vertical)
 - 7) Post Aeration (Blower and Diffuser)
 - 8) Sludge Dewatering (Assume rotary sludge press to be installed in existing dewatered sludge building and existing sludge transfer pumps can be used).
 - 9) One screw conveyor (Assume screw conveyor to be installed in existing dewatered sludge building).

Offices

Toll Free: 866-277-0600

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- 10) Submersible Scum/Drain Pump Station
 - b. As part of this effort, review operation and maintenance requirements and provide such information to the owner to assist in making decisions
 - c. Obtain major equipment horsepower for review and develop expansion needs
7. Development of preliminary hydraulic model of the wastewater treatment plant liquid processes for existing conditions and then incorporating current and future expansions to set hydraulic profiles.
 - a. As part of this effort, review impact to existing outfall to determine what modifications are required.
8. Review of existing sludge and solids management practice to confirm existing capacity of digesters.
9. Review of existing aeration equipment to determine capacity for current and future expansions
10. Develop process schematic for existing and proposed wet and solids streams
11. Provide initial cost estimates for equipment costs
12. Provide input for project schedule
13. It is anticipated that site visit to view proposed equipment will occur between this phase and the preliminary design phase.

TASK 2 - FUNDING ASSISTANCE PHASE (BASED ON OWDA FUNDING)

Identify and provide OWDA funding requirements and assist in application preparation.

1. Prepare the application for submittal, meeting the requirements of the agency.
2. Attend meetings with the Village to review the application and assist the Village in submittal.

TASK 3 - PRELIMINARY DESIGN PHASE

General Scope Tasks:

- Contact OEPA and review criteria and timeline
- Initiate NPDES permitting process
- Provide topographic and utility surveys
- Geotechnical study & report.
- Prepare design criteria
- Preliminary Hydraulic Grade Line
- Review with Village - preliminary drawings at 30%
- Prepare preliminary specifications
- First run at construction methods outline
- Update cost estimates
- Incorporate review comments
- Prepare proposed floor plan of buildings and site piping alterations
- Prepare and submit building elevations functional requirements and appearance preferences
- Prepare a listing of the materials of construction, finishes, and HVAC and electrical concepts
- Prepare a preliminary building section and finish schedule
- Determine preliminary sizing of major mechanical, plumbing, and electrical equipment

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- Document preliminary building and site security requirements
- Preliminary sizing, location and grade(s) for Outfall

Detailed as:

1. Provide process design criteria for the first expansion to 1 MGD.
2. Coordinate development of the site plan and piping plan for siting of new processes/tankage.
3. Finalize hydraulic profile for the 1 MGD expansion
4. Provide preliminary floor plan/plan views/sections of proposed new processes/pretreatment building
5. Regulatory Coordination effort to include the following:
 - b. Contact OEPA to review proposed expansion recommendations and coordinate timeline for NPDES permit modification and Antidegradation
 - c. Submit NPDES permit modification and AntiDeg Form
 - 1) Provide assistance to the owner for any clarifications needed for the permit modification
 - d. Prepare a report for evaluating the preferred design alternative, non-degradation alternative, minimal degradation alternative, and mitigative techniques/measures for the design and operation of the facility.
 - e. Submit report with Antidegradation Addendum
6. Provide preliminary specifications for the following:
 - a. Screens
 - b. Grit Removal
 - c. Activated Sludge System
 - d. RAS/WAS Pumping System
 - e. Clarifiers
 - f. UV Disinfection
 - g. Post Aeration
 - h. Sludge Dewatering Rotary Press
 - i. Screw Conveyor
 - j. Component and Site Electrical
 - k. SCADA
7. Provide assistance with regards laboratory equipment guidance. Sixteen (16) hours has been included with this effort.
8. Preliminary overview of construction phasing implementation
9. Provide updated process equipment cost information
10. Attend 30% review meeting

TASK 4 - FINAL DESIGN PHASE**General Scope Tasks:**

- Review component usage, methods, and current submittal dates with OEPA
- Incorporate Village review comments from Preliminary Design into final plans
- Prepare construction drawings including:
 - site work
 - process equipment
 - building architectural
 - structural for building and treatment components

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- mechanical, electrical, plumbing, and controls
- site lighting and site security
- facility outfall
- Review 60% complete drawings with Village
- Prepare technical specifications for building materials and equipment.
- Revise to accommodate comments.
- Prepare Ohio EPA PTI application and data forms
- Prepare Ohio EPA NOI application form
- Page Turn Review of 90% Drawings with Village
- Complete final drawings based on review comments
- Prepare updated cost estimates and review with Village
- Provide drawings, specifications, applications, and data sheets for review by jurisdictional agencies
- Revise according to receipt of backcheck comments

Detailed as:

1. Coordinate development of the detail plans with all team disciplines as necessary.
2. Provide final specifications for the following systems:
 - a. Screens
 - b. Grit Removal
 - c. Activated Sludge System
 - d. RAS/WAS Pumping System
 - e. Clarifiers
 - f. UV Disinfection
 - g. Post Aeration
 - h. Sludge Dewatering Rotary Press
 - i. Screw Conveyor
 - j. Component and Site Electrical
 - k. SCADA
3. Assist with construction phasing implementation
4. Provide updated process equipment cost information
5. Attend a 60% review meeting
 - a. Revise work products to address comments
6. Attend a 90% review meeting
 - a. Revise work products to address comments
7. Regulatory effort to include the following:
 - a. PTI application
 - b. NOI Application
 - c. Building Permits

TASK 5 - BIDDING PHASE

General Scope Tasks:

- Prepare bid documents and review Village
- Advertise and bidding of project
- Review and respond to RFI's and provide addenda if needed
- Prebid meeting

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- Open bids, review bids, prepare bid tabulations, make reference checks
- Provide recommendation to award
- Prepare final construction contracts
- Administer funding requirements for change from Planning to Construction
- Award project and provide readiness to proceed to construction

PROJECT SCHEDULE

Sands Decker and our Team will begin upon your contract authorization and after receiving all required documents. We agree to complete the above scope of services as per the attached WWTP Schedule, subject to factors and delays beyond our control.

OWNER TO PROVIDE

- Existing facility drawings and design criteria
- Influent Data for 2020 and 2021 (These data to include CBOD, TSS, NH3, and TP)
- Process control data (MLSS in oxidation ditch and final clarifier, Return Activated Sludge/Was Activated Sludge flow rates at a minimum)
- Monthly Operating Reports for 2020 and 2021
- Influent Pump Station Drawings/Design Information
- Previous subsurface investigation reports from Geotechnical Engineer (from prior projects at WWTP)
- Copies of as-built drawings and scope of recent upgrades made by plant staff

EXCLUDED ITEMS AND SERVICES

Our proposal includes only those items listed above under Scope of Services. If additional services are requested, a scope of work and estimated fee will be provided and authorization in writing provided to Sands Decker prior to proceeding with any additional service. Additional services include but are not limited to the following:

- Preparing Easements & Legal Descriptions
- Landscaping Design

FEES

TASK 1 – \$ 29,700

TASK 2 – \$ 8,300

TASK 3 – \$357,210

TASK 4 – \$425,510

TASK 5 – \$ 12,940

Total \$833,660

Add items if needed and authorized

Stream Evaluation for Discharge	\$35,000
401/404 Regulated Stream Permitting	\$28,000



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Sands Decker proposes to complete the tasks for the Fees as shown above. Our fees do not include reimbursable expenses. Payment is due to Sands Decker within thirty days after receipt of an invoice. All fees are Lump Sum unless noted as "Hourly".

Thank you for the opportunity to offer this proposal. We look forward to working with you on this project. Sincerely,

SANDS DECKER CPS, LLC

Mark Cameron, P.S.
Senior Vice President / Project Manager

Village of Commercial Point - WWTP Schedule

Contract Approval	9/13/2021
Authorization to Proceed	9/14/2021
Project Kickoff	9/20/2021
Survey	9/20/2021 - 10/4/2021
Field Data Collection on site	9/20 - 9/24/2021
Topo Plan - base mapping for design	9/27 - 10/4/2021
GeoTechnical Services	9/20/2021 - 10/4/2021
Soil Borings and Data Collection	9/20 - 9/24/2021
Geotechnical Report	9/27 - 10/4/2021
Existing System Review / Evaluation on Alternatives (TASK1)	9/27/2021 - 12/17/2021
Team Meeting	9/27
Facility Visit	9/27
Obtain Data of Existing System / Components / Operations	9/28
Review Existing Data (Stantec / IBI) for BioWin	9/28 - 10/8
Review Existing Flow / Prepare Flow Projections	10/11 - 10/18
Equipment Evaluation	10/18 - 11/5
Screens	
Grit Removal	
Activated Sludge	
RAS/WAS Submersible	
Clarifiers	

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UV	
Sludge Dewatering	
Sludge Management	
Horsepower List	
Hydraulic Model	11/5 - 11/19
Review Existing Sludge Management	11/12 - 11/19
Review of Existing Aeration Capacity	11/12 - 11/19
Prepare Recommended Process Schematic	11/19 - 11/26
Run BioWin and EnviroSim Modeling	11/26 - 12/3
Prepare and Provide Report of Process Model	12/3 - 12/9
Equipment Cost Estimate	12/10
Site Visit of other WWTP's for Component(s) Review	11/5 - 12/17

Stream Evaluation	TBD - Approx 20 days
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NPDES Application	12/20/2021 - 01/17/2022
Permit Modification and AntiDeg Application	
AntiDeg Report	
OEPA Coordination	

Outfall	12/20/2021 - 01/10/22
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Preliminary Design (TASK 3)	01/17/2022 - 3/04/2022
Site Meeting and Review	
Team Meeting (Zoom)	
1st Run Construction Methods	
Preliminary Site / Equipment Layout	
EPA Contact	
Refine Cost Estimate	
Preliminary Component and Piping Layout	
Send Preliminary Layout to Village	
Review Preliminary Layout with Village	
Final Design of Processing, Equipment, & Layout	
Revise and Finalize Plan	
Prepare DD level Specifications	
Prepare Preliminary Cost Estimates	
Meet to Review DD Level Docs	
Review with EPA	

Final Design (TASK 4)	3/07/2022 - 7/22/2022
Final Construction Drawings	
Site Work	

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Process Equipment	
Building Architectural	
Structural for Building and Components	
Mechanical, Electrical, Plumbing, & Controls	
Site Lighting and Security	
Outfall Design	
60% Plan Reviews with Village	
Revise Plans per Comments	
Prepare Final Specifications	
Screens	
Grit Removal	
Activated Sludge System	
RAS/WAS Pumping System	
Clarifiers	
UV Disinfection	
Post Aeration	
Sludge Dewatering Rotary Press	
Electrical for Site and Component	
SCADA	
Screw Conveyor	
90% Page Turn Review with Team / Village	6/8
Complete Final Drawings per Page Turn Review Comments	6/9 - 6/17
Prepare Bid Specifications	6/20 - 7/4
Prepare Updated Cost Estimates / Review with Village	7/4
Updates per Review Comments	7/8 - 7/22

Permitting Phase	07/25 - 10/31/2022
Building Permit	10/31
OEPA Permit to Install	10/31

Bidding & Award of Contract (TASK 5)	11/1/2022 - 12/12/2022
Advertise	11/1 - 11/15
Pre-Bid Meeting	11/7
Receive/Open Bids	11/21
Bid Tab / Reference Checks	11/22 - 11/25
Prepare Recommendation to Award	11/28
Prepare Final Construction Contracts	11/29 - 12/2
Administer Funding Requirements / Planning to Construction	12/2
Award and Provide Readiness to Proceed	12/12



SANDS DECKER CPS, LLC - AGREEMENT FOR ENGINEERING AND/OR SURVEYING SERVICES

Offices

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This Agreement ("AGREEMENT") is by and between SANDS DECKER CPS, LLC, hereafter referred to as "SDCPS", and Village of Commercial Point, hereafter referred to as "CLIENT", as provided in the proposal dated September 9, 2021. PROJECT: The CLIENT desires to engage SDCPS to provide Engineering and/or Surveying and related technical services in connection with the CLIENT'S project, hereafter referred to as "PROJECT". The PROJECT is described as follows:

WASTEWATER TREATMENT PLANT EXPANSION – VILLAGE OF COMMERCIAL POINT, OHIO

SDCPS shall provide for the CLIENT, Engineering and/or Surveying and related technical services for the PROJECT in accordance with the accompanying proposal made a part hereof and entitled "PROPOSAL". SDCPS shall include a fee schedule in its Proposal which shall provide the applicable rates and/or fees for the PROJECT for those items specified to be invoiced hourly. Now, wherefore, in consideration of the foregoing, SDCPS and CLIENT agree as follows:

- A. SDCPS services include only those listed in the PROPOSAL. If it appears necessary to obtain other services not specifically provided in the PROPOSAL, we will advise you and assist you in obtaining such services. Additional services will only be performed upon your authorization. If we advise you that additional services are required and you authorize SDCPS to proceed, you agree to pay the additional fees for said additional services.
- B. SDCPS is responsible for providing technically accurate professional information in compliance with the written rules and regulations that are in effect prior to beginning our services under this AGREEMENT, while using that degree of care and skill ordinarily exercised by and consistent with the standards of care of comparative industry practicing the same or similar services. SDCPS makes no warranties, express or implied, as to the findings, recommendations, plans, specifications, or professional advice.
- C. This AGREEMENT is based on receiving the necessary information from the CLIENT. The CLIENT shall also provide all legal, accounting, and any other services not specifically provided for in this AGREEMENT. Our fees are based on the CLIENT paying all governmental fees necessary for approval of the documents. Our fees are also based upon starting our services within 90 days of the date of this PROPOSAL, and continuously pursuing the completion of our services. Projects not started within 90 days, or projects placed on hold by the CLIENT after our services begin, may result in additional fees prior to resuming our services.
- D. Fees shall be paid in full within 30 days of receipt of invoice by the CLIENT or its authorized representative. Payment is due from the CLIENT in accordance with the terms of this AGREEMENT regardless of the CLIENT's receipt of payment from others. Invoices that remain unpaid after 30 days will be considered delinquent and shall be subject to a service charge of 2% per month on the unpaid balance. If payment is not received, we may suspend our services due to non-payment. If the CLIENT fails to make payments to SDCPS in accordance with this AGREEMENT, such failure shall be considered substantial non-performance and cause for termination or, at SDCPS' option, cause for suspension of performance of services under this AGREEMENT and withholding of work product. Substantial non-performance shall be defined as any invoices that remain unpaid after 60 days or more from date of invoice. Any expenses, fees, or delays incurred by the CLIENT as a result of SDCPS suspending our services due to non-payment by the CLIENT will be the CLIENT's responsibility. The CLIENT will hold SDCPS harmless from claims including claims filed by contractors, subcontractors, or other third parties. Before resuming our services, all invoices must be paid in full, and we reserve the right to require a retainer from that point forward.
- E. In the event that any invoice remains delinquent for 180 days or more, SDCPS reserves the right to terminate this AGREEMENT and pursue any remedies available by law. If collection proceedings are initiated against the CLIENT for any delinquent amount, the CLIENT agrees to pay SDCPS' attorney's fees and collection costs.
- F. SDCPS shall provide services in a timely manner in accordance with generally accepted engineering and surveying practices. Occasionally, factors and delays beyond our control may arise causing a delay in our services.
- G. SDCPS shall secure and maintain insurance for protection from harm under the Worker's Compensation Acts; we shall secure and maintain insurance for protection to the limits of the policy from bodily injury, death, and property damage that may arise under the performance of the services shown in this AGREEMENT. SDCPS shall secure and maintain General Liability Insurance of at least \$1,000,000 each occurrence, \$2,000,000 aggregate. SDCPS shall secure and maintain Professional Liability Insurance with limits of at least \$1,000,000 each occurrence, \$2,000,000 aggregate.
- H. To the maximum extent permitted by law, the CLIENT agrees to limit SDCPS' liability for CLIENT damages including consequential, exemplary, special, incidental, or punitive damage and lost profits, to the sum of \$50,000 or SDCPS' fee as provided in the PROPOSAL, whichever is greater. This limitation shall apply to all causes of action in the aggregate.



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- I. SDCPS will not be responsible for and will not have control or charge of specific means, methods, materials, techniques, sequences, or procedures of construction or other field activities selected by the CLIENT or by its contractors, or safety precautions and programs incident thereto.
- J. The documents including all drawings, reports, specifications, calculations, and associated information prepared under this AGREEMENT are instruments of service and remain the property of SDCPS. The documents shall not be used except for the PROJECT stated in this AGREEMENT.
- K. This AGREEMENT supersedes all prior understandings and agreements between the parties and binds the parties hereto, and their assigns and legal representatives, and shall not be modified unless done so in writing. This AGREEMENT shall be interpreted, construed by and in accordance with the laws of the State of Ohio. In the event of litigation between parties arising under or in connection with this AGREEMENT, such litigation shall be brought in the Court of Franklin County, Ohio or in the United States District Court for the Southern District of Ohio.
- L. Representation of Authority. Each of the parties have executed this AGREEMENT through its undersigned authorized representative, and each representative so executing, hereby warrants and represents to each party that said undersigned authorized representative has full authority to execute this AGREEMENT on behalf of the party for which said authorized representative purports to act.
- M. Severability. The invalidity or unenforceability of any term or provision of the Agreement shall not impair or affect the provisions hereof, which shall remain in full force and effect.
- N. Mediation. In the effort to resolve any conflicts that arise during the design or construction of the PROJECT or following the completion of the PROJECT, the CLIENT and SDCPS agree that as a condition precedent to litigation or arbitration, all disputes between them arising out of or relating to the AGREEMENT shall be submitted to non-binding mediation unless the parties mutually agree in writing otherwise. The CLIENT and SDCPS further agree to include a similar mediation provision in all agreements with independent contractors and consultants retained for the PROJECT and to require all independent contractors and consultants also to include a similar mediation provision in all agreements with sub-contractors, sub-consultants, suppliers or fabricators so retained, thereby providing for mediation as the primary method for dispute resolution between the parties for those agreements. The CLIENT and SDCPS agree to share equally in the cost of the mediator.
- O. Assignment. Neither the CLIENT nor SDCPS may delegate, assign, sublet or transfer his/her duties or interest in the AGREEMENT without the written consent of the other party.
- P. Waiver. The waiver by either party of any breach by the other party of the AGREEMENT, in any one or more instances, shall in no way be construed as a waiver of any subsequent breach (whether or not of a similar nature) of this AGREEMENT.
- Q. Notices. Any notice required under this Agreement will be in writing, addressed to the appropriate party and given personally, or by registered or certified mail, or by commercial courier service. All notices shall be effective upon the date of receipt and shall be mailed to the addresses below:

If to SANDS DECKER,
Attn: Mark Cameron, P.S.
SANDS DECKER CPS, LLC
1495 Old Henderson Road
Columbus, Ohio 43220
Phone: 614.459.6992

If to CLIENT,
Attn: Ross Crego, Village Administrator
VILLAGE OF COMMERCIAL POINT
10 West Scioto Street
Commercial Point, OH 43116
Phone: 614.877.9248

For the services provided in the proposal dated September 9, 2021, the CLIENT shall pay Sands Decker the fees as shown in the PROPOSAL.

SANDS DECKER CPS, LLC


Sept. 9, 2021

Mark Cameron, P.S. Date
Senior Vice President

VILLAGE OF COMMERCIAL POINT

 9/22/21
Authorized By Authorized Date